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ABSTRACT

This booklet is the eighth in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objectives of this unit are for the student to be able to (1) list ten format sections of a book (e.g., table of contents, glossary, bibliography), (2) demonstrate knowledge of the function of each format section, and (3) make a book containing the ten format sections explained in this booklet. Students proceed through the exercises at their own pace. The booklet is illustrated with cartoons and drawings. (JAB)

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Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Parts of the Book Part II

8

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

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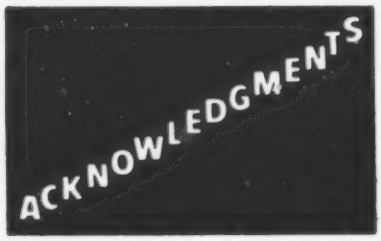

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THE PARTS OF THE BOOK PART II

STUDENT OBJECTIVES:

You will:

1. be able to list 10 format parts of the book.
2. be able to demonstrate knowledge of the function of each part of the book.
3. be able to make a book with the 10 format parts of the book explained in this LAP.

PARTS of The book
Who know what a preface is for?
Teacher, I know, I know
PARTS of the book
OK, little owl, what is a preface for?
To cover the face of the book when it's blushing

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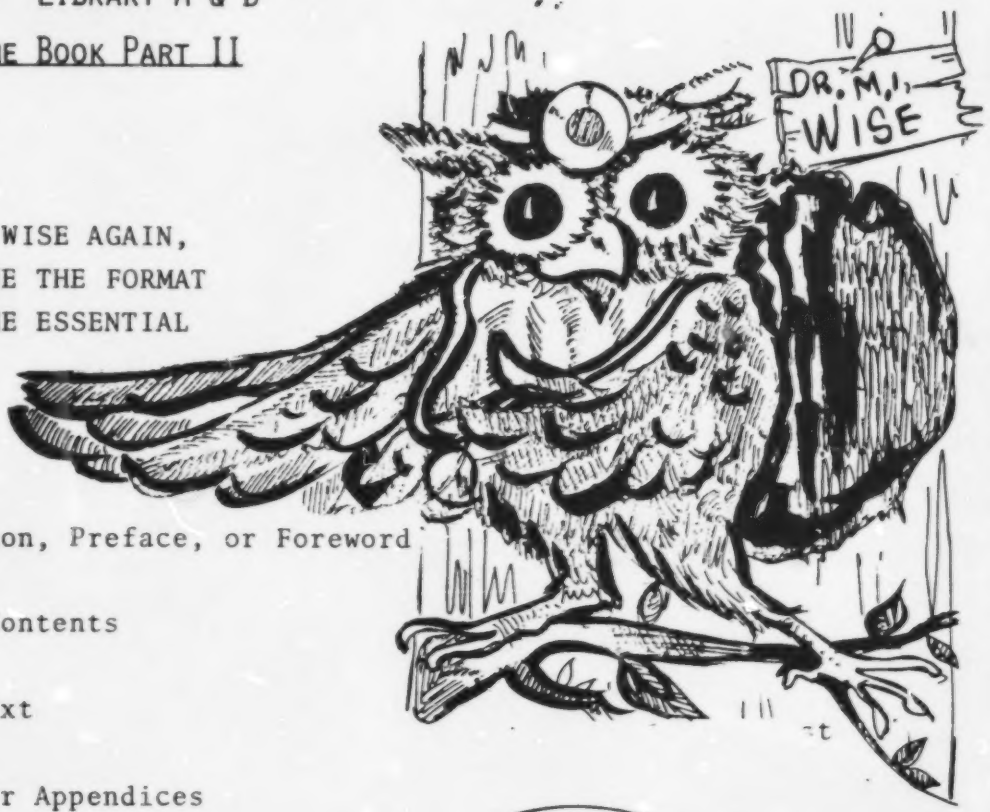
COMMUNICATIONS: LIBRARY A & B

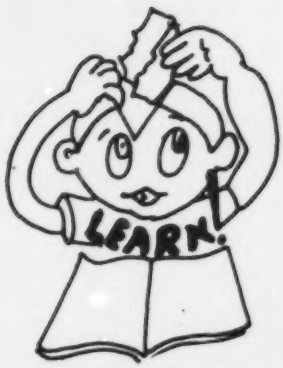
THE PARTS OF THE BOOK PART II



IT'S DR. M. I. WISE AGAIN, READY TO EXAMINE THE FORMAT OF THE BOOK, THE ESSENTIAL PARTS ARE:

1. Introduction, Preface, or Foreword
2. Table of Contents
3. Body or Text
4. Appendix or Appendices
5. List of Illustrations
6. Acknowledgments
7. Glossary
8. Bibliography
9. Index or Indexes
10. Back End Papers

The first ten parts of the book were studied in "Parts of the Book - I".



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COMMUNICATIONS - LIBRARY A & B

THE PARTS OF THE BOOK PART II

1. The Introduction, Preface, or Foreword:

These words all mean the same thing. In other words they are synonyms. "Foreword" means literally "a work that comes before". The "Pre" in preface means "coming before". "Pre" is a prefix used in such words as "preparation", "pre-requisite", and "prelude", all words meaning "to come before". You should therefore realize that introduction, preface, and foreword all come before the main text or body of the book.

Sometimes there will be a preface and an introduction. The author usually writes one and someone else writes the other.

The purpose of the preface, foreword, and introduction is to prepare you to read the book. The author may be explaining why he wrote the book. Perhaps the author feels that the reader needs some background information which will help him understand the book better.

The preface, etc, is an important part of the book and should be read for a clearer understanding of the author's thinking, his goals, and his intentions for the book.

Here are some samples of actual prefaces, forewords, and introductions. The first example is taken from the book 1001 Questions Answered About Oceans and Oceanography by Robert W. Taber and Harold W. Bubach.

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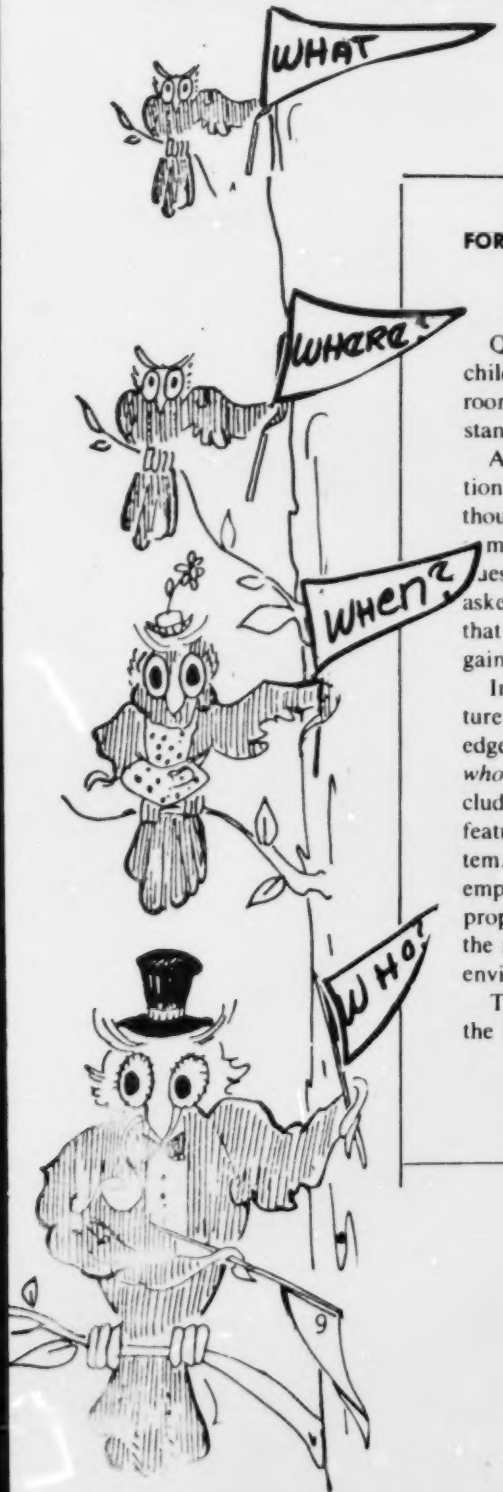
THE PARTS OF THE BOOK PART II



FOREWORD

Questions are the basic tools of learning. This is true for the small child with his endless queries, for student and teacher in the classroom, and for the scientist whose lifelong quest for truth and understanding is guided by the questions that he poses to himself.

Asking questions is easy, but it is not so simple to ask good questions. What is a good question? It is one that has been carefully thought out and worded in such a way that, when answered, it stimulates further questions and answers. When poorly worded a question may evoke an inappropriate reply and hence mislead its asker. Learning is a two-way process. The best questions are those that encourage this exchange so that both questioner and respondent gain in wisdom and perception.

In matters concerning the ocean—and in fact all aspects of nature—it is helpful to identify several different categories of knowledge. As a mnemonic device these can be called *what, where, when, who,* and *why*. *What* refers to all properties and features. *Where* includes all the topics that deal with the location or distribution of features and properties with reference to the earth's coordinate system. The *when* category relates an event to the scale of time or emphasizes the importance of the manner in which features and properties (and their distributions) change with time. *Who* concerns the roles of individuals, ships, institutions, and their relation to their environments.

To answer questions that involve *what, where, when,* and *who,* the information needed is descriptive, that is, the kind of knowledge

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THE PARTS OF THE BOOK PART II

The example give below is taken from the book Hurricanes: Weather At Its Worst, by Thomas Helm.

PREFACE

Historians can only guess at the time mankind first began to roam over the Western Hemisphere. Maybe it was in the same age when short and beetle-browed Neanderthal man was wandering the slopes of Europe. Maybe it was a few million years earlier, or much, much later. For that matter, maybe Adam and Eve found their Eden somewhere on the northern coast of the Gulf of Mexico, thus setting mankind in motion.

There can be no doubt that early man of Europe had his problems with the ice ages, but it is also sure that the first humans in the Western Hemisphere found one set of weather conditions unlike anything his European counterpart had ever encountered. It was to come in the form of a furious wind that swelled up out of the sea and laid waste to all land it touched. Millions of years have come and gone and races have flourished and vanished, but with the changing times one type of violent weather is still with us today much as primitive man must have known it. We call it the hurricane.

Perhaps he trekked up from China, into Siberia, across to

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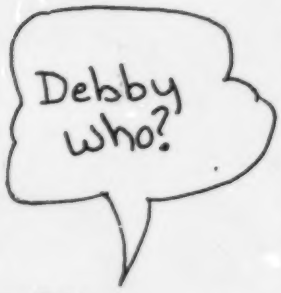
THE PARTS OF THE BOOK PART II



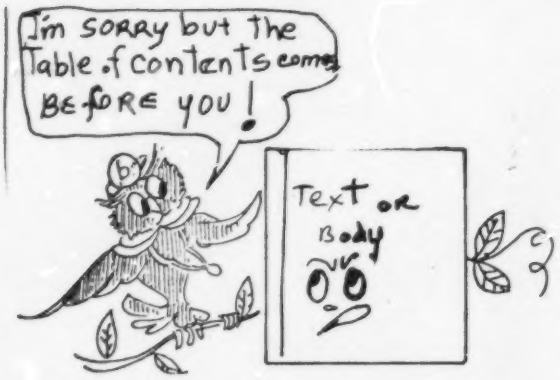
The next example is taken from Debby, by Deborah Zook.

INTRODUCTION

In this book, Debby Zook, a courageous blind girl, reveals her personal experiences which show the physical and psychological barriers encountered in her bid to achieve independence and to retain her individuality. Her book is both entertaining and enlightening. Happily, Debby came, "saw," and conquered the hearts of everyone in Hazard, Kentucky.

Who could blame the people at Hazard Area Vocational-Technical School if they were a bit skeptical at first when Debby Zook arrived to teach the blind? After all, the location and layout of the Vocational School had not been designed to accommodate a blind instructor. Taxi service was the only transportation available to get her to and from school. How would she ever find her way around the school grounds? How could this blind girl find her way around town without someone to lead her?

Hazard was definitely not ready for the educational experi-



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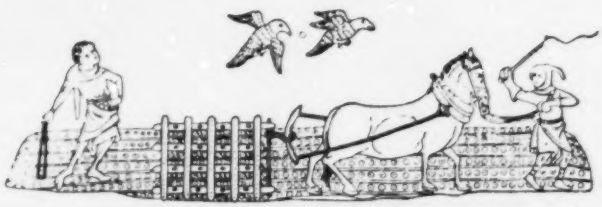
THE PARTS OF THE BOOK PART II

2. The Table of Contents:

The table of contents also comes before the text or body. It lists the chapters or sections and gives the pages on which they start. The table of contest is helpful but is not as important to the book as the index. Remember that the table of contents comes at the beginning of a book and the index (usually) comes at the end. Here is an example of a table of contents taken from The Shaping of England, by Isaac Asimov. Notice how the author has divided the book first into sections and then into chapters.

CONTENTS



1 BEFORE THE ROMANS

THE BRITISH ISLES 1

THE BEAKER FOLK 4

THE COMING OF THE CELTS 8

JULIUS CAESAR 13

2 ROMAN BRITAIN

THE ROMAN CONQUEST 18

THE NORTHERN LIMIT 22

THE INNER LIMIT 27

THE ROMANS LEAVE 32

3 THE COMING OF THE SAXONS

THE CELTIC RETREAT 34

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THE PARTS OF THE BOOK PART II

3. The Body or The Text:

The body, sometimes called the text, is the main portion of the book; the part we read for pleasure and entertainment, or for information and research. The text or body is the main portion of the book, excluding all other parts of the book.

In some books the body starts on page one while all the preceding parts are paged with Roman numerals. Such a book is The Shaping of England by Isaac Asimov. Here is the first page of the body of that book:

BEFORE THE ROMANS

THE BRITISH ISLES

In the year 1900, the island kingdom of Great Britain was the strongest power on earth. Regions on every continent, making up one quarter of the earth's land surface and of its population, were subject to Queen Victoria of Great Britain. Its navy could defeat any enemy or combination of enemies. Its language was spread over the world and was spoken more widely than any other language in existence.

When, in the decades following 1900, Great Britain's power declined and it was no longer the leading nation of the planet, its place was taken by the United States of America, a land which had originally been colonized by Great Britain, which spoke the language of Great Britain and which lived under a system of law and government inherited from that of Great Britain.

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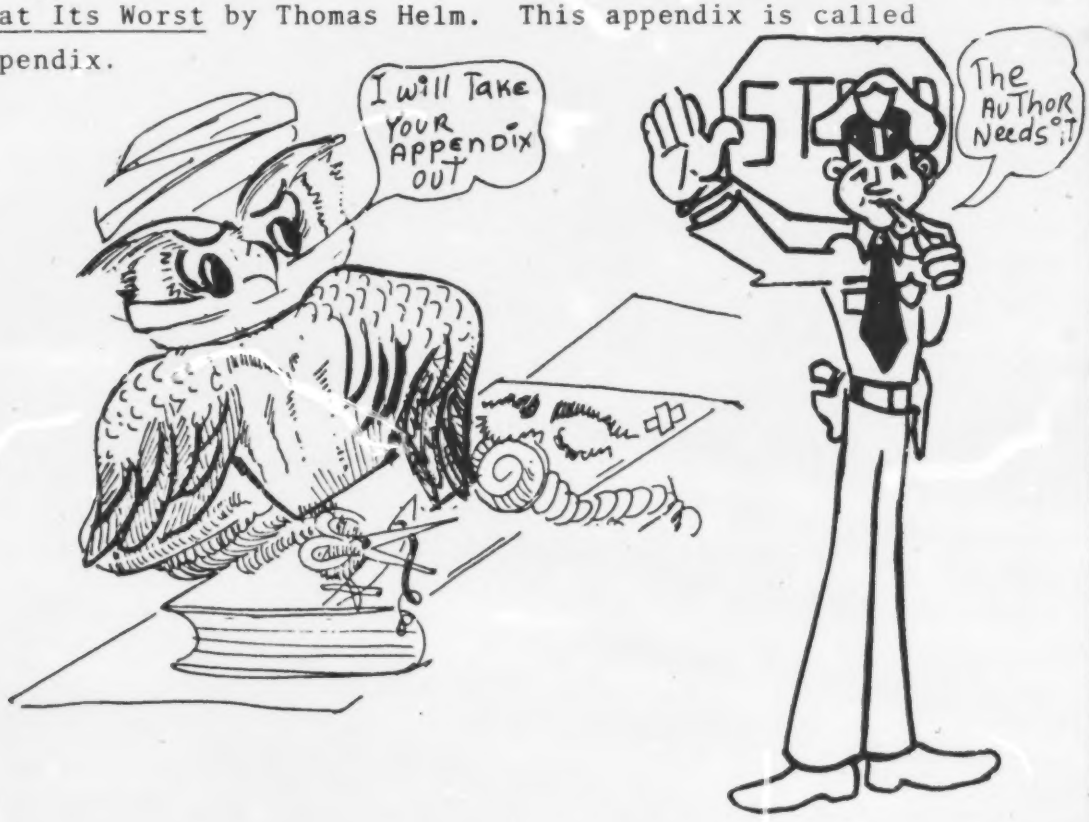
COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

4. The Appendix or Appendices:

An appendix is not only something found inside you! It is also a part of the book and it is always found immediately after the body. Sometimes it is called an appendix and sometimes it is not called an appendix. But even if it is called something else it is still an appendix!

An appendix is information that the author wishes you to have but he cannot fit it into the body or text. Sometimes it consists of charts and graphs. Sometimes it is just something (such as the Declaration of Independence in a U.S. history book) that is not the work of the author and does not seem to fit properly into the text or body. The first appendix we will show you is taken from Hurricanes: Weather at Its Worst by Thomas Helm. This appendix is called an appendix.



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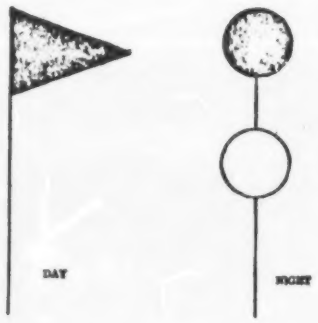
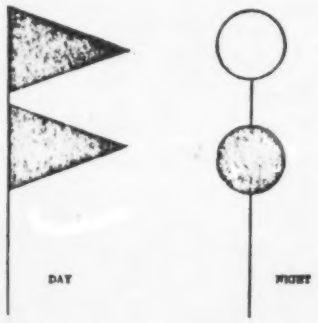
THE PARTS OF THE BOOK PART II

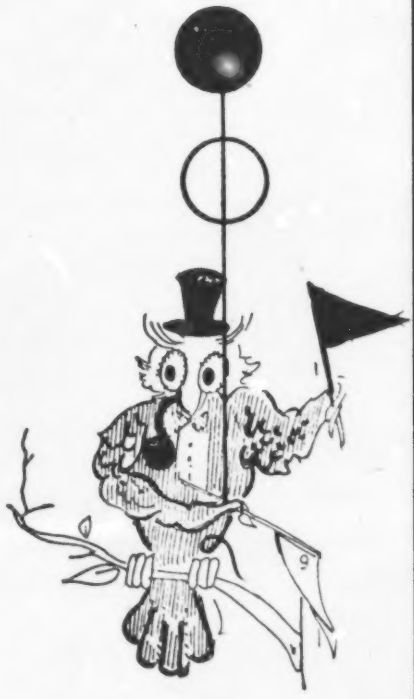
APPENDIX: STORM WARNINGS



SMALL CRAFT WARNING. One RED pennant displayed by day and a RED light over a WHITE light at night to indicate wind and seas, or sea conditions alone, considered dangerous to small craft operations are forecast. Winds may range as high as 38 miles an hour. (33 knots.)



GALE WARNING. Two RED pennants displayed by day and a WHITE light above a RED light at night to indicate winds within the range of 39 to 54 miles an hour (34 to 47 knots) are forecast for the area.



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THE PART OF THE BOOK PART II

The next example comes right after the body and is called "A table of dates". It is from Isaac Asimov's book The Shaping of England.

A TABLE OF DATES

B.C.	
10,000	British Isles emerge from Ice Age
6000	British Isles cut off from Continent by rising sea level
2000	Beaker Folk invade British Isles
1750	Stonehenge built
1500	Phoenicians trade at the Tin Islands
1000	Celts invade Great Britain
300	Celts in control of all Great Britain; invade Ireland; Pytheas of Massalia explores northern seas
55	Julius Caesar's first campaign in Britain
54	Julius Caesar's second campaign in Britain
A.D.	
43	Aulus Plautius begins Roman conquest of Britain
51	Caractacus captured
60	Boudicca's revolt
77	Gnaeus Julius Agricola consolidates Roman conquest of Britain
A.D.	
84	Agricola defeats Caledonians at Mount Graupius; is recalled
122	Hadrian's Wall built
142	Antonine's Wall built
209	Septimius Severus campaigns against Caledonians
211	Septimius Severus dies in York
297	Constantius Chlorus in Britain
306	Constantius Chlorus dies in York
314	Britonic bishops attend church conference in Arles
367	Theodosius stabilizes Roman Britain for the last time
407	Roman legions leave Britain
429	Germanus preaches Christianity in Ireland
432	Patrick preaches Christianity in Ireland
450	Vortigern appeals for help to Jutes
456	Jutes land in Kent
461	Death of Patrick

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THE PARTS OF THE BOOK PART II

5. List of Illustrations:

Some books today have lists of illustrations. Just as an appendix is not always called an appendix, so the list of illustrations may just be called "Photographs" or "Illustrations".

In the past pictures were very expensive and difficult to put into a book. If a book had pictures it was especially excellent and precious. So the illustrations were listed with pride by the publishers. Nowadays pictures have become much cheaper and easier to put in so many books do not have "Lists of Illustrations".

But some books still list illustrations especially if the illustrator is famous or if the pictures were especially difficult or expensive to obtain. Some books have all the pictures in one section somewhere in the middle of the text. The publishers feel that an explanation of the pictures is necessary so they list the illustrations. Here is an example taken from 1001 Questions Answered About Oceans and Oceanography by Robert W. Taber and Harold W. Bubach.

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COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

PHOTOGRAPHS

(Following page 80)

Research Vessel *Atlantis*

Aerial view of Woods Hole Oceanographic Institution

Aerial view of Scripps Institution of Oceanography

Underwater television camera receives final check

FLIP (Floating Instrument Platform)

Nansen bottle with reversing thermometers

The STD measures salinity, temperature, and depth

Lowering a chain dredge

Scientist examining manganese nodules

Marine geologist prepares corer for lowering

Coast Guard vessel encounters surf

Hurricane waves smash seawall

Icebreaker rides up on ice

Measuring water temperature in Arctic

Research Vessel *Hero*

Iceberg dwarfs Ice Patrol ship

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COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

6. Acknowledgments:

Acknowledgments are thank-yous to the people who have helped the author prepare his book. If you acknowledge something you admit or recognize your debt to someone. Thus the author acknowledges his debt to the people and organizations without whose assistance he could not have written the book.

The author of this LAP book acknowledged her thanks and appreciation to the publishers who granted her permission to photocopy parts of the books they published. (Note the acknowledgments at the beginning of this LAP).

Acknowledgments may come at the beginning or the end of the book just as illustrations pages may come at the beginning or the end. Here is another example of the acknowledgments page taken from Hurricanes: Weather At Its Worst by Thomas Helm.

HURRICANES MAKE ME NERVOUS. I BETTER PUT THIS BOOK DOWN FOR A LITTLE WHILE
HEY YOU! DON'T BE CRAZY, I'm HELPING YOU
HURRICANES AT ITS WORST

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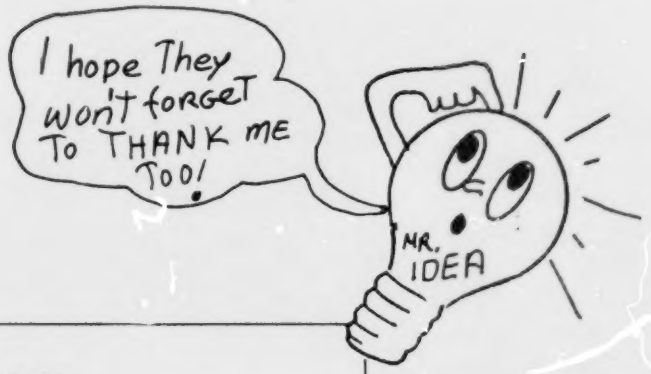
THE PARTS OF THE BOOK PART II



ACKNOWLEDGMENTS

In writing a book such as this the author becomes indebted to many people. In this brief page I would like to express formal gratitude to the following people who have extended a helping hand. No effort will be made to put the names in alphabetical order, nor in order of the importance of the assistance rendered. It is simply a list of names of people who helped in one way or another at one time or another during the writing of this book about hurricanes.

Thanks go to Paul L. Moore, Supervising Forecaster at the National Hurricane Center in Miami for taking time out of a busy schedule to show me through the complex of offices and machines that process the data to keep half of the world informed on the progress of serious tropical storms. The same hospitality was extended by Commander J. W. Kidd and Lieutenant C. G. Steinbruck at the Fleet Weather Facility at the Jacksonville Naval Air Station as well as members of the Navy's Hurricane Hunter Squadron at the same base.

At the National Hurricane Research Laboratory at Coral

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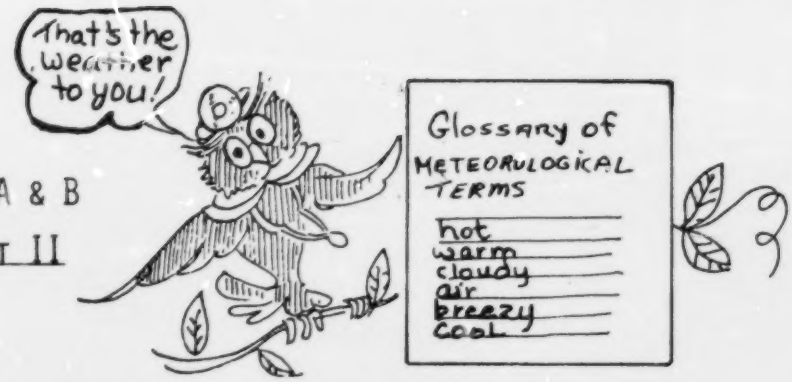
THE PARTS OF THE BOOK PART II



7. Glossary:

The glossary is usually found in science books or books in which special words or terms are used which are basically unfamiliar to the reading public. A glossary is a small dictionary of the words used in the book. The words are arranged alphabetically as in a dictionary and the definitions given as in a dictionary. Here is an example taken from Hurricanes: Weather At Its Worst by Thomas Helm.

GLOSSARY OF METEOROLOGICAL TERMS

Advisory: Information concerning tropical storms and hurricanes. Advisories give warning information along with details of where the storm is located, how intense it is, where it is moving and what precautions should be taken.

Air mass: A large body of air with approximately horizontal homogeneity; i.e., its physical properties, level for level, are about the same over a wide area; sometimes an air mass may cover more than one million square miles.

Anemometer: An instrument for measuring the speed of wind.

Barograph: A barometer that makes a continous record of atmospheric pressure and pressure changes.

Barometer: An instrument for measuring atmospheric pressure.

Bulletin: A public release from a Weather Bureau Hurricane Warning Center during periods *between* advisories giving latest details on the progress of the storm.

Circulation: In a broad sense the general or primary windflow patterns of the atmosphere. It consists of the polar easterlies, the westerlies of the middle latitudes, and the easterlies south of the subtropical HIGH cells. The term is also applied to more localized wind patterns.

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THE PARTS OF THE BOOK PART II

8. Bibliography:

A bibliography is a list of books either that the author has used in making his books and/or that the author suggests you read for additional information.

Like other parts of the book the biliography is not always called a bibliography. It can be called "Suggested Reading" or "List of Sources" etcetera. Here are two actual bibliographies. The first is taken from 1001 Questions Answered About The Oceans and Oceanography by Robert W. Taber and Harold W. Bubach.

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COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

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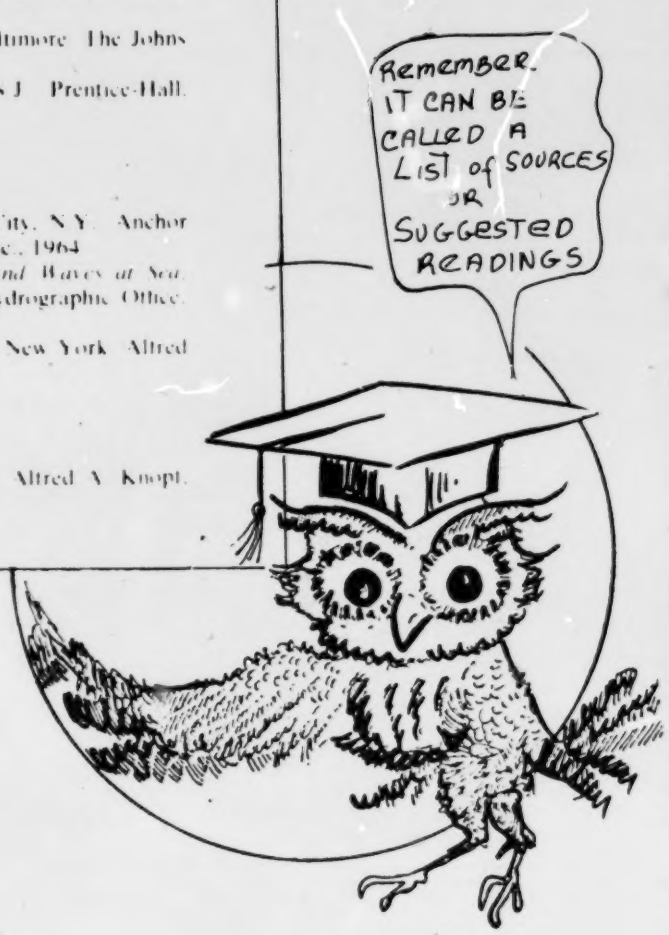

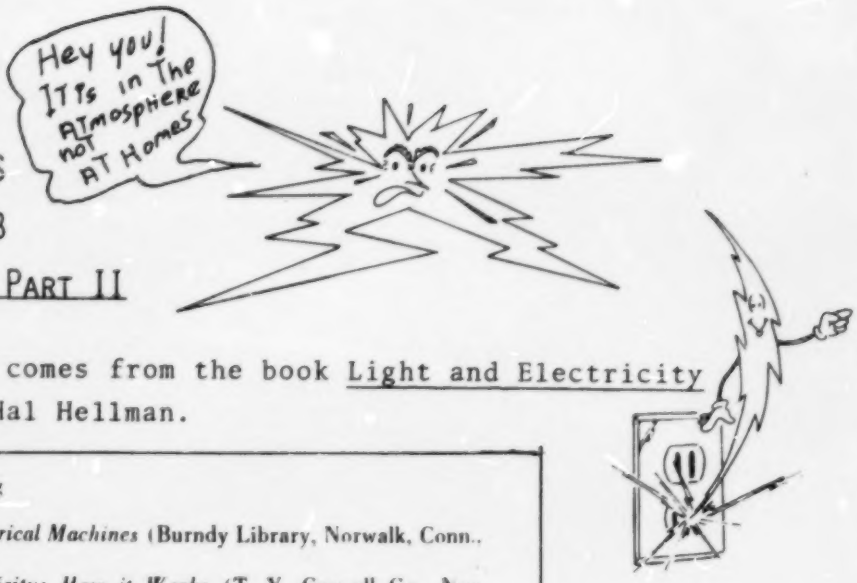

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COMMUNICATIONS: A & B

THE PARTS OF THE BOOK PART II

The next bibliography comes from the book Light and Electricity in the Atmosphere by Hal Hellman.

Suggested Reading

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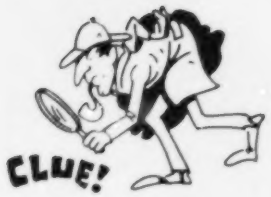
THE PARTS OF THE BOOK PART II



19. The Index or Indexes:

An index is an alphabetical listing of every subject in the book and the page number on which the subject can be found. The index (plural is indexes or indices) is the heart and soul of the non-fiction book. Without an index most non-fiction books are poor, if not useless. The index is, therefore, much more valuable to the book user than is the table of contents. Here is an index taken from the book Light and Electricity in the Atmosphere by Hal Hellman.

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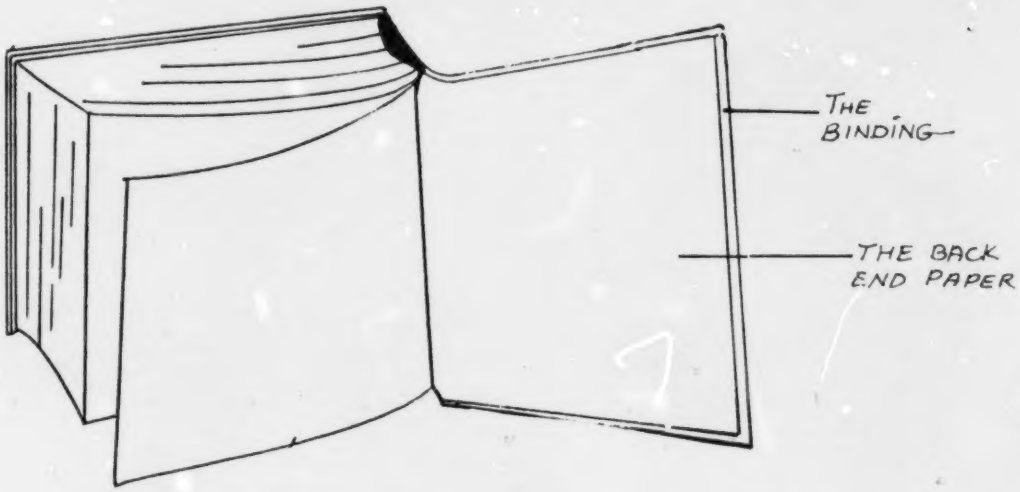
THE PARTS OF THE BOOK PART II

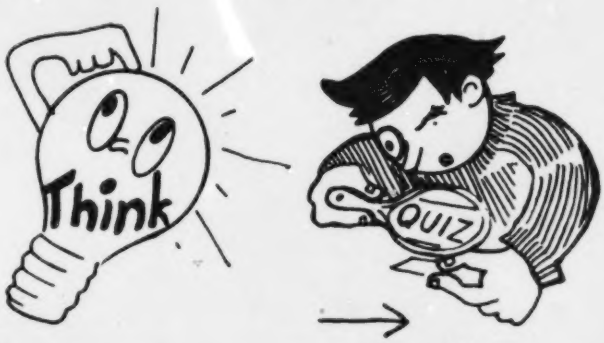
10. Back End Papers:

The back end paper is the sheet that is glued to the back binding. Here is a drawing of this sheet:



When the end papers (front and back) are illustrated with important information or pictures the librarians try to select another page on which to place the book pocket and card. Most times, however, the end papers are blank so there is no problem.

Now are you wise? Analyze?



LAP 8 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

Test number one on the parts of the book 1 through 10.

1. A small dictionary of the terms used in the books is called

   _____.

2. "The author wished to thank the following people and companies for their help in writing this book . . . ." This is called the

   _____.

3. The list of sources used by the author in writing the book is called

   _____.

4. The alphabetical list of the subjects in the book and the pages on which they can be found is called

   _____.

5. The author's listing of pictures used in the book is called

   _____.

6. The author wishes to explain why he wrote the book. This is called

   _____.

7. The usually blank page glued to the back inside binding is called

   _____.

8. The main portion of the book without all the other parts is called

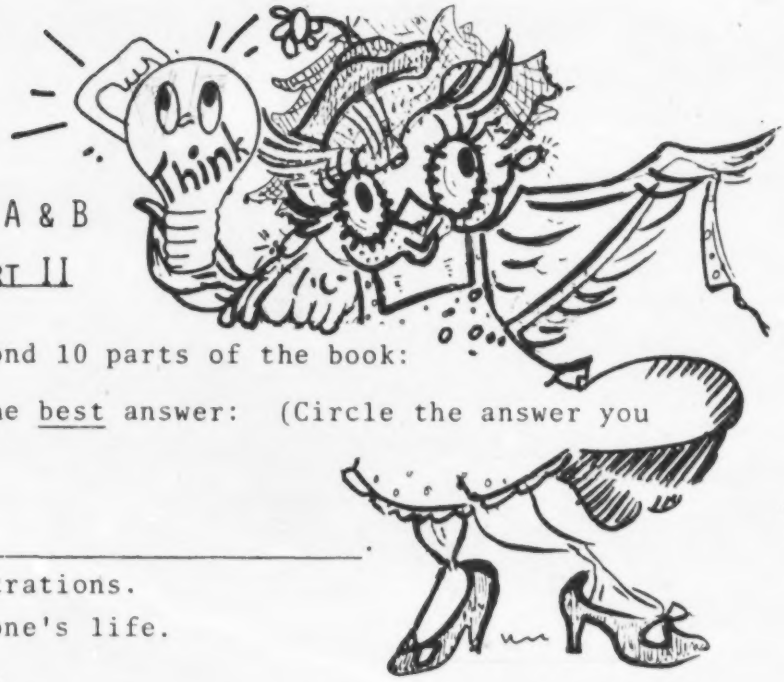
   _____.

9. The additional information the author thinks is important enough to be added to the book after the text is called

   _____.

10. The part of the book listing the sections or chapters is called

    _____.



LAP 8 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

Test number 2 on the second 10 parts of the book:

Multiple choice. Pick the best answer: (Circle the answer you choose)

1. A bibliography is _____.
   a. a list of illustrations.
   b. a story of someone's life.
   c. a list of books.
   d. the author's way of honoring a friend or relative.

2. A list of illustrations is _____.
   a. a list of books.
   b. a list of pictures.
   c. a list of magazines.
   d. a list of subjects in the book.

3. A body is _____.
   a. the first portion of the book.
   b. the last portion of the book.
   c. tha main portion of the book.
   d. all the parts of the book except the main portion.

4. A glossary is _____.
   a. a list of subjects in the book.
   b. a list of pictures in the book.
   c. a list of books.
   d. a list of words and their meanings.

5. A preface is _____.
   a. a picture opposite the title page.
   b. introductory remarks before the body begins.
   c. a little bit of information added after the body.
   d. an alphabetical list of subjects in the book.

LAP 8 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

Test number 2 on the second 10 parts of the book:

Multiple choice. Pick the best answer:
(continued)

6. Acknowledgments are _____.
   a. introductory remarks before the body.
   b. a listing of chaptersand page numbers.
   c. thanks given by the author.
   d. the author's way of honoring a friend or relative.

7. A table of contents is _____.
   a. an alphabetical listing of subjects with page numbers.
   b. the blank pages attached to the binding.
   c. the main portion of the book.
   d. a listing of chapters.

8. An appendix is _____.
   a. a list of books.
   b. additional information after the body.
   c. introductory remarks before the body.
   d. a picture opposite the title page.

9. Back end papers are _____.
   a. the paper introducing the book.
   b. the paper with a picture on it.
   c. the papers with thanks.
   d. the paper attached to the binding.

10. The index is _____.
    a. an alphabetical list of books.
    b. an alphabetical list of words with their meanings.
    c. an alphabetical list of subjects in the book.
    d. an alphabetical list of illustrations.

LAP 8 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART II

Finish the book you started in "Parts of the Book - 1". Use your imagination and creativity and invent at least a one or two page body, a short preface going before the body, an appendix, a glossary, an index, etc.

Neatness will count a very great deal on your grade. Also counting heavily will be cleverness, imagination, and creativity. Some decoration should be used on the cover, and in the book. These could be designs, pictures, drawings, lettering, etc.

Your grade on this part of the LAP's will count a great deal on your final grade in the course! So do your best!